

**California Wetland Monitoring Workgroup**  
**Roles and Responsibilities**  
**October 23, 2008**

**Workgroup Chairs and Tenure**

The CWMW will be lead by three persons, one from a state agency, one from a federal agency and a third from one of the data management organizations. Tenure will be for a period of two years, with the possibility of extension by vote of the CWMW.

Staff support for the chairs will come from either their representative organizations or from a partner agency.

**Meeting Frequency and Location; Setting agendas; and Getting Items onto Agendas**

Meetings will be held every other month in Sacramento, Southern California (Costa Mesa), and Oakland on a rotating basis (unless decided otherwise).

Agendas will be drafted by support staff not less than 2 weeks before each meeting and sent out to the chairs and any other persons identified on the draft agenda as responsible for an agenda item (speakers, giving presentations, etc.). Chairs will revise or recommend changes to the agendas as needed, and a final agenda will be sent by email to all members not more than one week before the next meeting.

A standing agenda item will be to identify upcoming topics at future meetings, and this list will be the basis for the draft agenda. Any member requesting to add or revise an agenda topic can do so by sending an email to support staff (or chairs) and these will be reflected in the draft agenda. Final agenda content, order of presentation, and speakers or presenters will be determined by the chairs.

**Membership**

Representatives from state or federal agencies and data center management organizations with regulatory or management responsibility for wetlands or riparian resources in the State of California may elect to participate in the CWMW. Members should be authorized to represent their agency.

**Decision Making**

The CWMW shall seek consensus on all issues and recommendations. The members of the CWMW intend that their meetings foster new ideas, open dialogue, and constructive debate. When consensus is not reached, CWMW may vote on issues and recommendations. Each member agency shall cast one vote. Minority and majority positions may be submitted as needed. CWMW members should recuse themselves from "voting" or deliberating on issues for which they may have a perceived or actual conflict of interest.

Members will represent their agencies and organizations in good faith, ensuring that important issues, documents, products, or positions are taken back to managers and colleagues at their respective home entities for dissemination and, in some cases,

feedback. This “information loop” is expected to be an important function of the CWMW and will facilitate uniform and consistent information sharing so that policies and procedures related to wetland monitoring (and management) are consistent among member agencies to the extent practicable.

### **Meeting Procedures**

The lead chair person will run the meeting according to the agenda and will also facilitate conversations, discussions, and decision-making. Meeting notes will be taken by support staff and, as mentioned above, minutes based on these notes will be produced before the next meeting and circulated with the draft agenda. All members will be given the final minutes along with the final agenda.

CWMW members are encouraged to attend meetings in person, but if that is not possible then attendance by conference call is appreciated. In cases where members are unavailable, alternates are welcome so as to maintain full representation by all member organizations and agencies at meetings.

### **Ongoing communication among group**

CWMW members are encouraged to communicate regularly on special subjects of interest or work assignments that might arise and are encouraged to reach out to other CWMW members or colleagues in other organizations.

With respect to discussing the activities of the CWMW at other forums, only chairs may formally represent the CWMW. However, any member may report on activities in a factual manner. Contact with the media should remain within the purview of the chairs unless the CWMW as a whole has approved otherwise at a regular meeting.